

OFFICE, DIVISION, BRANCH

Office of Personnel, Benefits & Services Division/  
Retirement Branch

**S**

TITLE

Chief, OP/BSD/RB

DATE \_\_\_\_\_

257th 1966

ITEM  
NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. BRANCH SUBJECT FILES

This file consists of policy and procedure material relating to the Civil Service Retirement System as well as the CIA Retirement & Disability System, Agency Retirement Board, general statistics, and miscellaneous correspondence dealing with the over-all function of retirement of Agency personnel.

## 2. RETIREMENT FILES

a. General alphabetical file contains correspondence dealing with length of service, accrued benefits, and rights and eligibility of individuals under the Civil Service Retirement System on whom inquiries have been made. Also included in this file are worksheets containing annuity estimates as well as other background information compiled on individuals retired under the Civil Service Retirement System, including requests for extension, commendation letters, correspondence with Civil Service Commission, etc.

(1960 - )

b. These alphabetical files are broken down into four categories of individuals pending retirement, i.e., discontinued service, optional, disability, and mandatory.  
(Current)

.4

Temporary. Screen periodically and destroy material no longer needed. Retain remainder with policy and procedure material in immediate work area.

### 3.0

Temporary. Upon pending retirement, transfer to appropriate category file (item 2b). Destroy two years after individual's retirement or destroy upon termination of individual's employment. (Copies of pertinent documents are filed in Official Personnel Folder.)

.5

Temporary. Upon completion of retirement processing return to general alphabetical file (item 2a).

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	c. This is an alphabetical file consisting of worksheets containing annuity estimates as requested by employees or operating components other than those contained in item 2a. (1963 - )	1.0	Temporary. Retain in immediate work area three years; then destroy.
	d. Consists of official retirement files on all individuals who are pending retirement as well as retirees and resignees who are participants and did not withdraw their retirement from the CIA Retirement & Disability System. Filed alpha. (1965 - )	1.0	Temporary. Retain in immediate work area indefinitely. (Final decision has not yet been reached as to the proper disposition of this item.)
3.	CARD FILE  This 5x8 card file contains all pertinent data concerning status of employee's retirement. Filed alphabetically. (1961 - )	.3	Temporary. Retain for five years; then destroy.
4.	OFFICIAL PERSONNEL FOLDERS  Consists of official personnel folders on employees pending retirement.	2.5	Temporary. Return to OP/File Room when no longer needed.
5.	REFERENCE MATERIAL  Consists of Federal Personnel Manual, regulatory issuances and other publications used as background and reference.	2.0	Temporary. Destroy when superseded, obsolete, or no longer needed.
		10.7	
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100290001-1		

RECORDS CONFIRMATION SCHEDULE  
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100290001-1

SCHEDULE NO.

40-66

RIT

OFFICE, DIVISION, BRANCH

Office of Personnel CIA Retirement Staff

CONCURRENCE

SIGNATURE

TITLE

DATE

23 Feb 66

ITEM  
NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

APPROVED

CIA Records Administration Officer

1 March 1966  
Date

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000100290001-1

SECRET

SCHEDULE NO. 10-66

NCE

25X

OFFICE, DIVISION, BRANCH

Office of Personnel, CIA Retirement Staff

Chief, CIA Retirement Staff 23 FEB 1966

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	STAFF SUBJECT FILES  This file consists of policy and procedure material relating to the CIA Retirement & Disability System as well as machine listings by age groups which are sent to various Agency components for determination as to employees' eligibility, listings of participants, briefing material and miscellaneous correspondence dealing with the over-all function of the Staff.	.5	Temporary. Screen periodically and destroy material no longer needed. Retain remainder with policy and procedure material in immediate work area.
2.	CIA RETIREMENT BOARD MATERIAL  a. Included in this file are agenda and reports as well as minutes of all CIA Retirement Board meetings. Filed chronologically. (1965 - )  b. Consists of material assembled for use by each Board member prior to meeting, such as agenda and pertinent background material on all individuals being discussed.	1.6  .8	Permanent. When no longer needed for current reference in immediate work area, retire to Agency Records Center.  Temporary. Forward to each Board member prior to meeting. Upon completion of meeting, material will be returned to Staff, disassembled and binders held for future use.
3.	OFFICIAL RETIREMENT FILES  a. Consists of official retirement files on all individuals who have been nominated by their career service for participation in the System. File contains various work papers, nomination, etc. Filed alphabetically.	1.5	Temporary. When all necessary action has been taken and employee is designated a participant in the System, transfer file to 3b. If employee is not designated a participant, transfer file to 3c.

SECRET

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SECRET

4 August 1964

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Personnel Operations Division/OP

SUBJECT : Records Control Schedule 40-64 for OP/POD,  
OutPlacement Branch

RESCINDS : Records Control Schedule 40-60, page 126

1. Attached hereto is Records Control Schedule 40-64 for  
OP/POD, OutPlacement Branch.

2. This schedule was rewritten in order to reflect the  
name change of Special Assistant for OutPlacement to OutPlacement  
Branch and also to update items and make modifications where  
necessary.

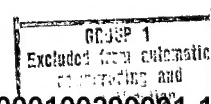
3. It is requested that this schedule be substituted for  
page 126 of the present schedule.

RAO/OP

Attachment:

RCS 40-64, OP/POD,  
OutPlacement Branch

SECRET



RECORDS CONTROL Release 2005/11/21

SCHEDULE NO. CIA-RDP78-00487A000100290001-1

OFFICE, DIVISION, BRANCH

Office of Personnel, ~~Personnel Operations Division~~

*Recruitment & Retention Branch*  
*External Outplacement Branch*  
*25 May 1965*

Chief, OP/POD/Outplacement

- 4 AUG 1964

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1.	BRANCH SUBJECT FILES		
	a. Consists of special studies, inter-Agency agreements, monthly reports, correspondence, and other material accumulated in the over-all administration of the Outplacement Branch. (1960 - )	.7	Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in current files area.
	b. Chrono file of outgoing correspondence in answer to inquiries received on individuals seeking outside employment. (1962 - )	.5	Temporary. Cut off end of each Fiscal Year. Hold two years and destroy.
2.	CASE FILES		
	a. Consists of work sheets containing biographic data, Civil Service applications, and other material pertinent to the outprocessing of an individual. Filed alphabetically. (1960 - )	7.3	Temporary. Place in inactive file upon completion of case. Hold two years and destroy after all pertinent information has been transferred to 3x5 card file.
	b. 3x5 card file on all employees handled by Outplacement Branch. These cards contain pertinent biographic data and summary of out-processing. Filed alphabetically.	.3	Temporary. Disposal not authorized. Retain in immediate work area.
	c. Duplimats which are used in reproducing resumes for clients to use as handouts in seeking outside employment. Filed alphabetically.	.8	Temporary. Destroy six months after termination of individual.
	d. Security liaison 3x5 card file maintained on Agency employees - terminated and those presently employed - on whom outside inquiries have been received. Card contains biographic data as well as Agency employment history, investigator's name, place of employment, remarks made and any referrals given.	.1	Temporary. Disposal not authorized. Retain in immediate work area.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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3.	OFFICIAL PERSONNEL FOLDERS  Consists of official personnel folders on Agency employees who have terminated as well as those presently employed on whom outside inquiries have been received.	2.0	Temporary. Return to OP/File Room when no longer needed for reference purposes.
4.	LEAD/SOURCE FILE  a. Consists of brochures and other material on private companies as well as local, state, and Federal government agencies used by Agency employees seeking other employment. Filed by type of business for private industry; filed by area of country for government.  b. Consists of 3x5 card file that lists names of individual companies by state and alphabetically thereunder.  c. Consists of 5x8 card file that lists names of companies according to job speciality. Filed alphabetically.	2.5  .3  .1	Temporary. Destroy when revised or obsolete.  Temporary. Destroy when obsolete.  Temporary. Destroy when obsolete.
5.	REFERENCE MATERIAL  Consists of Civil Service announcements, FPMs, Dept. of Army and State manuals, Federal Service Information, Civil Service Competitive Examination Schedule, Agency regulatory issuances and other material used for reference.	13.7  28.3	Temporary. Destroy when revised, obsolete, or no longer needed.

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